



Early Learning Coalition of Broward County, Inc.
Governance Meeting Agenda
January 12, 2023, at 9:30 AM
Zoom Meeting

Meeting ID: 811 6517 5282 Passcode: 372299

<https://us06web.zoom.us/j/81165175282?pwd=di9RWnJQaEVkc1RBV29yR1NaWVRJdz09>

Members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussing and declare the following information: 1) Your name and position on the Board, 2) The nature of the conflict, and 3) Who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.

PAGE		
1.	Call to Order	Dawn Liberta, Governance Committee Chair
2.	Roll Call	Melody Martinez, Board Liaison
3.	Consent Agenda 1. Approve December 5, 2022, meeting minutes	2 Dawn Liberta, Governance Committee Chair
4.	Regular Business 1. GOV234RB1 - Approve Board Engagement Matrix and update Post Board/Committee Meeting Rating Survey	4 Dawn Liberta, Governance Committee Chair Renee Jaffe, CEO
5.	Unfinished Business New Business Matters from the Chair Matters from the Committee Public Comment	
6.	Next ELC Governance Meeting: <u>March 6, 2023</u>	
7.	Adjourn	

Please Note: Agenda is subject to revisions and additions at the discretion of the Chair of the Coalition. Notification will be sent of any such revisions or additions. **Members of the Public:** Please sign up at the entry desk for public comments to be made on any particular agenda items no later than five minutes after the Coalition meeting has been called to order.

“As per [§286.0105, Fla. Stat.](#) Any person who decides to appeal any decision of the Board with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which record includes testimony and evidence upon which the appeal is to be based.”



Early Learning Coalition of Broward County, Inc.
Governance Meeting Minutes
December 5, 2022, at 2:30 PM
Virtual Meeting

Members in Attendance	Chair Dawn Liberta; Michael Asseff; Amoy Reid; Kirk Englehardt; Carol Hylton
Members Absent	Renee Podolsky; Laurie Sallarulo;
Staff in Attendance	Renee Jaffe, CEO; Judith Merritt, COO; Christine Klima, CAO; Howard Bakalar, CPO; Melody Martinez, Board Liaison; Amy Moore, Senior Director of Family Services and Provider Relations; Ancel Pratt,
Others in Attendance	Julie Klahr, Legal Counsel; Carol Wick, Sharity Consultant

Item	Action/Discussion
Welcome & Call to Order	Chair Dawn Liberta called the meeting to order at 2:31 PM. The roll was called, and a quorum was established.
Consent Agenda a. Approve November 7, 2022, meeting minutes	There was a Motion to move the Consent Agenda by Michael Asseff and Seconded by Amoy Reid. Unanimously approved. Motion Passes.
Regular Committee a. GOV233RB1- Review/Discuss the Board Objectives and Outcomes and agree on tools and details for recommendation to the Board	<p>CEO gave a recap of what was discussed in the last meeting so that those members who could not attend know what was reviewed.</p> <p>There was a Motion to approve the Board Annual survey to be conducted before the yearly retreat by Carol Hylton and Seconded by Kirk Englehardt.</p> <p>There was a discussion regarding the committee and Board meeting ratings. The Committee members agreed this should not be done in person at the meeting, but rather as a survey and send sent to ELC to compile.</p> <p>There was a Motion to approve the Post Committee/Board meeting rating tool as is, which will be in writing with the Board member's name on it, and then given to ELC staff to compile by Kirk Englehardt and Seconded by Amoy Reid.</p> <p>CEO shared the scorecard for the board engagement with the Committee. It will be broken down into 3 areas, and each board member would be scored. The scorecard areas are: Continuous Learning, ELC Community Events, and Board Participation.</p> <p>After discussion by the members, a consensus was reached that the below areas should be presented to the Board:</p> <ol style="list-style-type: none"> 1. Continuous Learning (ELC Staff Workshops/Lunch & Learns) 2. ELC Community Events (Provider Visits and ELC Events) 3. ELC Advocacy & Outreach Events

	<p>(Legislative meetings, fundraising, friendraising etc.)</p> <p>4. Board Participation (Board meeting attendance, Committee meeting attendance)</p> <p>There was further discussion around the scoring as well as the name “scorecard” and Kirk recommended that the document be named “Board Engagement Matrix” and the committee overall agreed that there would be no scoring, just documentation of those events members had attended.</p> <p>There was a Motion to approve the scorecard (Now renamed Board Engagement Matrix) with the changes mentioned above by Carol Hylton and Seconded by Amoy Reid.</p>
Unfinished Business	None
New Business	None
Matters from the Chair	None
Public Comments	There was no discussion.
Next Meeting	January 12, 2023
Adjourn	Dawn Liberta Adjourned the meeting at 3:34 PM

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all of the Committee’s discussions or comments on each matter or issue raised during the meeting. A tape recording of the meeting is held in the Coalition office. Corrections from the Committee will be taken before approval at the next meeting.

ITEM/MEETING	GOV234RB1 - Governance
DATE:	January 12, 2023
SUBJECT:	Approve Board Engagement Matrix and update Post Board/Committee Meeting Rating Survey
FOR ACTION:	Yes
RECOMMENDED ACTION:	<ol style="list-style-type: none"> 1. Approve the process, methodology, and timeline for collecting and utilizing the Board engagement Matrix tool and data. 2. Approve the updated Post Board/Committee Meeting Rating Survey 3. Approve amendments to Strategic Plan Goal 7 Outcomes
FINANCIAL IMPACT:	None
ELC STAFF LEAD	J Merritt

Background:

Over the past year ELC staff have worked with both the Board and outside consultant (Carol Wick) to establish a new 5 Year Strategic Plan. As part of the planning process feedback from various Board surveys revealed the need to establish and incorporate Board related goals into the Strategic Plan to improve areas of opportunity.

At the September 12, 2022, Board meeting, the new five-year Strategic Plan was approved, and the Board agreed that the Governance Committee would be the most appropriate committee to establish and agree upon the tools used to achieve the Board Goals included in the new 5-year Strategic Plan.

Current Status

After reviewing the Board Goals at the September 12, 2022, Board meeting the Governance Committee was tasked with meeting to develop a Board member scorecard and agree on the tools to be used to measure Board related objectives and outcomes from the Strategic Plan (Goal 7: ELC Broward is a healthy, efficient, and effective organization) and then present a recommendation to the full Board.

The Governance Committee met on November 7th and December 5th and presented their recommendations to the Board on December 12, 2022. Below is a summary of the outcome and requested next steps for each recommendation presented to the Board:

1. Annual Board Survey: Approved

The Board approved the Annual Board Survey tool, survey timeline, as well as the addition of new Outcome metric that would require a 100% Board Survey response rate.

2. Board Engagement Matrix: Approved concept of Engagement Matrix (rather than scorecard) as well as Engagement categories

The Board agreed to implement an individual Board Engagement Matrix tool to show the engagement of each Board member. The Board also agreed to the following Engagement categories within the matrix:

- 1. Continuous Learning**
(ELC Staff Workshops/Lunch & Learns)
- 2. ELC Community Events**
(Provider Visits and ELC Events)

3. ELC Advocacy & Outreach Events

(Legislative meetings, fundraising, friendraising etc.)

4. Board Participation

(Board meeting attendance, Committee meeting attendance)

However, the Board requested the Governance Committee flush out the process, methodology, and timeline for collecting and utilizing matrix data.

A suggested DRAFT Matrix is shown below for review and discussion at the January 12th meeting. The categories were slightly modified after ELC staff began to flush out the best and most efficient way to capture and share engagement data. ELC staff will collect engagement data on an ongoing basis however Governance committee members should discuss frequency of sharing the data and how it is shared. ELC staff recommend the engagement data is shared with members no more than 2x/year and the data for each member be shared with the full board.

Board Member	Board Meeting Attendance	Committee Meeting Attendance	Lunch & Learn Attendance	Legislative Meeting Attendance	Fund and Friend Raising	Provider Visits	Other Engagement Attendance
	Board Participation	Board Participation	Continuous Learning	Advocacy & Outreach	Advocacy & Outreach	ELC Community Events	ELC Community Events
Board Member A	4 of 5 = 80%	5 of 5 = 100%	1 of 2 = 50%	1	0	1	1
Board Member B	5 of 5 = 100%	1 of 5 = 20%	2 of 2 = 100%	0	0	0	0
Board Member C	5 of 5 = 100%	4 of 5 = 80%	2 of 2 = 100%	0	0	2	1

The last Matrix item for discussion at the January 12th meeting is the Outcome metrics included the Strategic Plan associated with Engagement. The Board approved that member will meet 80% of their Engagement Goals. However, ELC staff would like to propose that the 80% Engagement Outcome be removed from the plan at least for the current fiscal year (if not permanently) while we monitor the effectiveness of the tool and methodology as well establish a benchmark. Additionally, it should be noted, the engagement tool was approved as a matrix and not a scorecard which may negate the need for the 80%. Following the close of year one of the Strategic Plan, the Governance committee should evaluate the Engagement Matrix tool, methodology and revisit whether to include Engagement Outcome metrics in the plan. If so, the metrics will be established based on the benchmark data from the current fiscal year (July 1, 2022, to June 2023).

3 Post Committee/Board meeting Rating Tool: Not Approved

The Board did not approve the Post Committee/Board meeting Rating Tool presented at the December 12th Board meeting and tasked the Governance Committee to review and propose updated meeting rating questions based on feedback from members. The Board did agree that after each question there would be an area for comments and after each meeting, a paper or electronic survey will be immediately provided to members to complete, and then returned to ELC staff, who will report out on the rating data from each meeting.

Below are the original questions presented to the Board as well as well some suggested updates for discussion at the January 12th Governance Meeting.

The original Meeting Rating questions proposed (using a scale of 0-10):

1. Did we come to the meeting prepared, and did we follow the agenda?
2. Was the team/board engaged (was everyone heard?)
3. Were we open and honest?
4. Did we solve a real issue forever?
5. Do we have clarity on next steps?

Suggested Updates to questions for discussion at Governance Meeting (using a scale 1-10):

1. In my opinion the majority of Board members came to the meeting prepared
2. I felt comfortable sharing my opinions, thoughts, suggestions
3. In my opinion Board members were respectful of other board members and staff

4. In my opinion the Board/committee meeting was productive (based on the Agenda)
5. I am clear on the Next Steps I/the committee/the Board must take (if any)

ELC staff are currently working on a methodology for administering and collecting completed surveys, so that it can be completed easily and then shared with the Board.

Recommendation

1. Approve the process, methodology, and timeline for collecting and utilizing the Board engagement Matrix tool and data to recommend to the full Board at the February 2023 meeting.
2. Approve the updated Post Board/Committee Meeting Rating survey to recommend to the Board at the February 2023 meeting.
3. Approve the changes (marked in RED) to the Outcomes in the 5-Year Strategic Plan.

Supporting Documents

- 5 Year Strategic Plan REVISED

5 Year Strategic Plan

2022-2027 GOALS

Goal 7: ELC Broward is a healthy, efficient, and effective organization.

Objective 5: The ELC board is energized, enthusiastic, educated, participates, and partners effectively with staff.

Outcome 1: Results of the annual staff and board survey will show at least a 90% rating in all categories.

Reported: Annually

Outcome 2: 100% of the ELC Board will complete and return the Annual Board Survey, which will be conducted prior to the Annual Board Retreat.

Reported: Annually

Outcome 3 2: 100% of board members will complete an individual Board Engagement Matrix scorecard and meet or exceed 80% of their goals

Reported: Annually

Objective 6: The ELC will have a cohesive board where every member has a voice.

Outcome 1: Board ratings after meetings will average 8 or higher

Reported: ~~At each meeting then quarterly~~ After each Board or Committee Meeting

Outcome 2: Results of the annual board self-survey will show that 90% of board report they feel they have a voice in meetings.

Reported: Annually